

CENTURY CENTER "A" AND "B"

ENTERING THE BUILDING DURING NORMAL WEEKDAYS

- ◆ You will be able to enter the building at any door from 6 a.m. until 6 p.m.
- ◆ There will be a 15-second delay for you to enter and close the door.
- ◆ If door does not make complete contact within 15 seconds, the door alarm will activate and security is notified.
- ◆ If several employees need to enter the building at the same time, each employee must card in. With each employee swiping in, it will keep pushing back 15 seconds on the door alarm.
- ◆ **REMEMBER - NO ONE** is allowed through a door if they do not have an ID badge on. Employees who have forgotten or have not been issued a badge and visitors must use the designated doors listed below.

ENTERING THE BUILDING AFTER 6 P.M. ON WEEK NIGHTS

- ◆ Employees who work in the building will be allowed in from 6 p.m. until 9 p.m.
- ◆ You will be able to enter Century Center "A" by Door "A-1" and Century Center "B" by Door "B-5".
- ◆ You do not have to sign in with the Security Guard.

ENTERING THE BUILDING ON WEEKENDS AND HOLIDAYS

- ◆ You will be able to enter the building from 8 a.m. until 9 p.m.
- ◆ You will be able to enter the Century Center "A" by Door "A-1" and Century Center "B" by Door "B-5".
- ◆ You do not have to sign in with the Security Guard.

LEAVING THE BUILDING DURING NORMAL WORKING HOURS

- ◆ You may exit any door without carding out from 6 a.m. until 6 p.m.

LEAVING THE BUILDING AFTER 6 P.M., WEEKENDS AND HOLIDAYS

- ◆ You may only exit Door "A-1" in Century Center "A" and Door "B-5" in Century Center "B".
- ◆ You must swipe the card reader before opening the door.
- ◆ If you do not swipe the card reader before leaving the building, the door alarm will activate.

HANDICAPPED EMPLOYEE ENTRANCES

- ◆ Century Center "A", Door "A - 4" and Century Center "B", Door "B-5", are the designated Handicapped Entrances.

VISITOR ENTRANCES

- ◆ Century Center "A", Doors "A-1" and "A-4"
- ◆ Century Center "B", Doors "B-5" and "B-2"

NC DEPARTMENT OF TRANSPORTATION



CARD ACCESS - ID BADGE

POLICIES AND PROCEDURES

Prepared by:

Security Section
NCDOT

Welcome to our Card Access - ID Badge Program!

A card access program has been installed in many of DOT's buildings. This system has been provided to help reduce theft of DOT property and our employee personal property. If everyone complies with the policies and procedures outlined in this brochure, then we will have a safe and productive work place.

Your ID Badge must be worn at all times while in a DOT building. The ID Badge serves as your personal key for entry into your assigned work location, as well as other DOT buildings during normal working hours.

These policies and procedures have been designed to provide you with ease to enter the buildings during normal work hours, evening hours, weekends and holidays. It also controls access to our visitors and provides them with color coded ID Badges.

Security Guards will control the access doors--greeting visitors and employees, and assigning temporary ID badges. The Security Guards will also be patrolling our buildings, observing for non-compliance to the policies and procedures, assisting employees and visitors as needed, and helping to secure our work place.

If you have suggestions and/or comments concerning the card access - ID badge program, please let us know.

Let's all work for a better work place environment by observing these policies and procedures.

Thank you,

Security Section
1 S. Wilmington St., Room 10
PO Box 25201
Raleigh, NC 27611

(919) 715-2324

What about

Wearing my ID badge?

- * Badges must be worn at all times inside any DOT building - day time, night time, weekends and holidays.
- * All ID Badges must be worn from the waist up, face forward - NO clipping to pant pocket, hem of sweaters, etc.
- * Absolutely no tampering or disfiguring of badge.
- * Absolutely no loaning of your badge to another person.

When I forget my badge?

- * You must enter the building by the visitor's entrance.
- * You will be issued a temporary badge for that work day.
- * You will need to return the badge at the end of the work day.
- * If you want to work late, arrangements should be made through the Security Office.
- * You cannot get a temporary badge for late week night arrivals, weekends and holidays.

If I lose or damage my ID badge?

- * Immediately notify the Security Office so the ID badge can be canceled.
- * If you lose your ID badge, you will be issued a new one at no charge.
- * If you require additional replacements, it will cost you \$5.
- * If your badge is damaged, bring badge to the Security Office for inspection.

Going to another building that has card access?

- * Your ID badge will allow you entry into any door of the Transportation Building, Century Center A and B.
- * The Motor Vehicles entry will be the breezeway between the buildings.
- * You will be able to enter the building from 7 a.m. until 5 p.m.
- * You will not be able to enter another building, besides the one you work in, after 5 p.m., weekends or holidays.

Relocating, changing jobs, retiring or leaving DOT?

- * If your office relocates or if you change jobs, you must notify the Security Section so employee data can be updated.
- * If you retire or leave DOT, notify Security Section and turn in badge.

An employee who works in a building that does not have card access and comes to a building with card access on a frequent basis?

- * Employees that are located in a building that does not have card access and visits a building with card access on a frequent basis will be issued an ID badge.
- * Employees will be able to enter selected buildings from 7 a.m. until 5 p.m., Monday through Friday.
- * Employees will not be able to enter a building after 5 p.m. Monday through Friday, weekends or holidays.

New employees?

- * Once an employee has been hired, he/she should report to the Security Office to have their ID badge made.
- * The ID badge can be programmed for the first day of work.

Part-time or temporary employees?

- * Part-time and temporary employees will receive an ID Badge.
- * Employees will have access only to their assigned building unless a request has been submitted from the department or section head for entry into another building.

Visitors coming to the building?

- * All visitors must enter the designated public door to enter the building.
- * All visitors will register with the Security Guard and receive a Visitor's Badge.
- * **NO** visitor will be allowed to enter the building by an employee door and walk the hall to the Security Guard's desk.
- * If you are planning a meeting, please inform your visitors ahead of time of our policy -- advising the designated door and proper procedures for entering the building.
- * Visitors entering the building on week nights, weekends, and holidays will register with the security guard and receive a visitor's badge.
- * Visitors must exit the building by the Security Guard's desk, turning in badge and signing out on the appropriate register.

Handicapped visitors?

- * Advise handicapped visitors of the appropriate entrance they should use for your building.
- * See section referring to your assigned building as to handicapped entrances.

Notifying the Security Guard when working after 6 p.m.?

- * For your safety, you need to notify the Security Guard in your building.
- * Options to notify Security Guard include:
 1. Go to appropriate door, card out and card back in.
 2. Go to Security Guard's desk and sign in.
 3. Notify by E-Mail (check directory).
 4. Notify by phone, leaving voice mail:

Transportation Building	733-2848
Century Center A	250-4081
Century Center B	250-4266

Not complying with the policy and procedures?

- * Failure to comply with any of the above could be considered unacceptable personal conduct and could be subject to disciplinary action as permitted by Office of State Personnel policy (Section 9).

REMEMBER - SECURITY IS EVERYONE'S RESPONSIBILITY

TRANSPORTATION BUILDING

ENTERING THE BUILDING DURING NORMAL WEEKDAYS

- ♦ You will be able to enter the building at any door from 6 a.m. until 6 p.m.
- ♦ There will be a 15-second delay for you to enter and close the door.
- ♦ If door does not make complete contact within 15 seconds, the door alarm will activate and security is notified.
- ♦ If several employees need to enter the building at the same time, each employee must card in. With each employee swiping in, it will keep pushing back 15 seconds on the door alarm.
- ♦ **REMEMBER - NO ONE** is allowed through a door if they do not have an ID badge on. Employees who have forgotten or have not been issued a badge and visitors must use the Wilmington St. entrance.

ENTERING THE BUILDING AFTER 6 P.M. ON WEEK NIGHTS

- ♦ Employees who work in the building will be allowed in from 6 p.m. until 9 p.m.
- ♦ You will be able to enter the building from the New Bern Place door (Security Guard's desk) and the P-2 parking deck.
- ♦ You do not have to sign in with the Security Guard.

ENTERING THE BUILDING ON WEEKENDS AND HOLIDAYS

- ♦ You will be able to enter the building from 8 a.m. until 9 p.m.
- ♦ You will be able to enter the building from the New Bern Place door (Security Guard's desk) and the P-2 parking deck.
- ♦ You do not have to sign in with the Security Guard.

LEAVING THE BUILDING DURING NORMAL WORKING HOURS

- ♦ You may exit any door without carding out from 6 a.m. until 6 p.m.

LEAVING THE BUILDING AFTER 6 P.M., WEEKENDS AND HOLIDAYS

- ♦ You may only exit the door at the P-2 parking deck and the Security Guard's door on New Bern Place.
- ♦ You must swipe the card reader before opening the door.
- ♦ If you do not swipe the card reader before leaving the building, the door alarm will activate.

HANDICAPPED EMPLOYEE ENTRANCES

- ♦ The door at the P-2 parking deck (New Bern Place) and the Morgan St. door at the Old Art Museum are the designated handicapped entrances.
- ♦ If your card is programmed handicapped, you will be able to push the button to open the electronic door after swiping the reader.
- ♦ If you are not handicapped, you will **not** be able to use the push button for the electronic doors.